



CITY OF HOUSTON

Strategic Purchasing Division
Finance and Administration
Department

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Mayor

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April 28, 2006

Subject: Letter of Clarification No. 1
Paper, Disposable Products (Facial Tissue, Hand Towels, Toilet Paper)

Reference: Invitation to Bid No.: SC-R-7900-098-20671

To All Prospective Suppliers:

This Letter of Clarification is issued for the following reasons:

- To revise the above referenced solicitation as follows:

Change the title of the bid from Paper Products (Facial Tissue, Hand Towels, Toilet Paper to Paper, Disposable Products (Facial Tissue, Hand Towels, Toilet Paper)

Extend the bid due date from May 4, 2006, to May 11, 2006, No Later Than 10:30a.m.

- To revise the quantities of the Line Items as follows:

Line Item No. 3.b: from 57,330 cases to 20,000 cases

Line Item No. 3.c: from 4,000 cases to 57,100 cases

Line Item No. 5: from 6,850 cases to 10,000 cases

Line Item No. 8: from 22,560 cases to 33,000 cases

Line Item No. 11.b: from 6,500 cases to 9,300 cases

- To revise the descriptions of the Line Items as follows:

Line Item No. 5: from Unbleached or Non-Chlorine Bleached to Unbleached

Line Item No. 8: from Virgin Pulp – PALLETIZED & SHRINKWRAPPED to Recycled – PALLETIZED & SHRINKWRAPPED

and

add the description: Must fit the J.R.T. Jr. Dispenser

Line Item No. 11b: change commodity code and description from 7900-0000000-02, Virgin – PALLETIZED & SHRINKWRAPPED to 7900-209642-00, Recycled – PALLETIZED & SHRINKWRAPPED

Line Item Nos. 2, 3, 5, 8, 9, 10 and 11: from Basic Weight to Basis Weight

- To add Line Item Nos. 8.b, 13, 14 and 15: See the attachment hereto.
- To revise Section B, Technical Specifications as follows:

Provision 2: from Basic Weight to Basis Weight

Provision 3: from Recycled to Recycled Material for 3.b and 3.c
from 9.25" x 9.50" to 9.25" x 9.40"

Provision 3: from product reference of SCA/Encore #4829 to product reference of K-C1804
Surpass
Provision 4: from 8.0" x 350' to 8.0" x 400'
from product reference of Georgia Pacific Acclaim sku #26401 to K-C2021

- To delete Provision 6.0, Inventory and Warehouse Facilities, of the General Terms & Conditions, in its entirety and replace it with the following:

The Bidder shall maintain sufficient inventory to fulfill normal City of Houston requirements. Thus, it shall be incumbent upon the awarded Supplier to maintain sufficient in-house inventory to meet the performance criteria and service specifications identified in this bid. Delivery service shall fall under one of two categories and they are as follows:

6.1.1 REGULAR DELIVERY ORDERS:

The disposable paper products ordered under this category will not require truckload deliveries and, as a result, shall be delivered within five (5) working days ARO (After Receipt of Order).

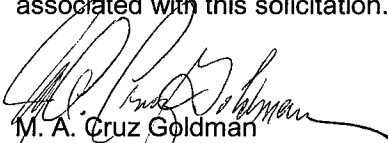
6.1.2 TRUCKLOAD DELIVERY ORDERS:

All disposable paper products requiring a truckload delivery shall be made available to the City within ten (10) working days ARO (After Receipt of Order).

An inspection may be made to determine whether the Bidder actually has in its inventory those items bid. Adequate stock inventory for the City's requirements could be considered a factor in determining an award.

This Letter of Clarification will be considered part of the solicitation referenced above.

Furthermore, it is the responsibility of each Supplier to obtain any previous Letter of Clarification associated with this solicitation.


M. A. Cruz Goldman
Procurement Specialist
Strategic Purchasing Division


DRH:MCG

Attachment

OFFICIAL BID FORM FOR PAPER PRODUCTS (FACIAL TISSUE, PAPER TOWELS and TOILET TISSUE) FOR
VARIOUS DEPARTMENTS CONTINUED:

L/I	Description	Qty	U/M	Unit Price	Sub-Total
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7900-0209641-02

8.b Toilet Tissue

Price quoted must reflect truckload delivery.

Two-Ply Roll, Non-Chlorine Bleached. Minimum Brightness: 74. Color: White. Basis Weight: 8.5 pounds. Dimensions: 4.0" x 1,075' or 4.0" x 1,025' or 3.85" x 1,000'. Non-perforated continuous roll. Packaged: 12 rolls/case. Product reference: Atlas GRT #10002-12, Stock #700 or approve equal. **Must fit J.R.T. Jr. Dispenser. See Technical Specifications: *Recycled-TRUCKLOAD, PALLETIZED & SHRINK-WRAPPED.***

22560 cases \$_____ per case of 12 \$_____

Cost per foot: _____

Size of roll: _____

Cost per roll: _____

Number of rolls/case: _____

Number of cases/pallet: _____

Name of Mill and product number: _____

7900-00000000-00

13 Toilet Tissue

9" Two-Ply Roll, Non-Chlorine Bleach. White. Item No.

770-102. 1000 x 4. Packaged: 12 rolls/case. 900 cases \$_____ per case of 12 \$_____

Cost per foot: _____

Size of roll: _____

Cost per roll: _____

Number of rolls/case: _____

7900-00000000-00

14 Toilet Tissue

Two-Ply Roll, White Scott Bath. Item No. 771-4460.

4.4 x 4.5-605 sheet 66,000 sq. ft. Non-Chlorine Bleach

Packaged: 96 rolls/case. 500 cases \$_____ per case of 12 \$_____

Cost per foot: _____

Size of roll: _____

Cost per roll: _____

Number of rolls/case: _____

7900-00000000-00

15 Roll Towel

8 x 350' 11.8 core Industrial Mainstreet 1910. Item No.

779-RK350E. Brown. Packaged: 12 rolls/box. 200 cases \$_____ per case of 12 \$_____

Cost per foot: _____

Size of roll: _____

Cost per roll: _____

Number of rolls/case: _____